



June 22, 2021 **Job Posting**

Part Time	School Crossing Guard		Job Description
Direct Report	Safety Officer	Grade	Seasonal 10 Starting Rate \$17.22 per hour
Department	Public Safety	FLSA	Non-Exempt
Division	Police	Bargaining Unit	Seasonal
Date	June 2021	Location	Police Station

Summary:

To provide for the safe movement of children to and from school when crossing public roadways, and Intersections, by observing gaps in traffic and leading the children across the roadway or intersection. Crossing guards are not to engage in traffic direction or control. Works approximately two hours per day, Monday through Friday, during the school year (end of August through June). Specific hours to be worked will be set by the Safety Officer and may vary according to demand and workload.

Duties:

1. Under the direction of the Safety Officer, the employee will be responsible for safely directing pedestrian traffic at street crossings.
2. Assists children on their way to and from school safely crossing roadways and intersections.
3. Watch for gaps in traffic and walk children across the roadway or intersection while holding a "stop" sign in such a manner as to be visible to approaching vehicles.
4. Monday through Friday hours are 7:30-8:30am & 2:30-3:30pm.
5. Hours may vary slightly depending on school assignment.

Qualifications:

1. Must have the ability to follow oral and written instructions.
2. Must provide own transportation.
3. Must have the ability to deal effectively and courteously with associates and the general public.
4. Must successfully complete a structured training program annually.

Hours:

Approximately 2 hours per day Monday through Friday according to the Reading Public Schools' schedule.

Applicant should be able to meet the requirements of the position as outlined in the attached position descriptions for School Crossing Guard. Applicant should state education, training and experience which they feel has provided them with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until filled.

A full job description is available upon request
Sean D. Donahue
Human Resources Director
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